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ABSTRACT

A comprehensive work experience model based on demonstrated competence in a business or office occupational area was developed for training or retraining vocational education teachers in Ohio. Developed to meet occupational certification requirements within pre-service and inservice professional courses, the model addresses the needs of individuals with little or no occupational work experiences as well as those who, though certified, need to keep updated in their specialty area. Utilizing a core curriculum format, the model provides for three alternative program strands, each available on the undergraduate, graduate, and inservice levels. The three strands are categorized by no occupational experience, minimal occupational experience, and occupational experience of one year or more. The model may be incorporated into existing independent study courses or by use of a three-course format: Introduction to Work Education (three credit hours), Business Seminar--Work Observations (three credit hours), and Business Internship--On-the-Job Training (one to six credit hours). (A step-by-step procedure for each program strand and a definition of terms section are included in the model.) (MEK)

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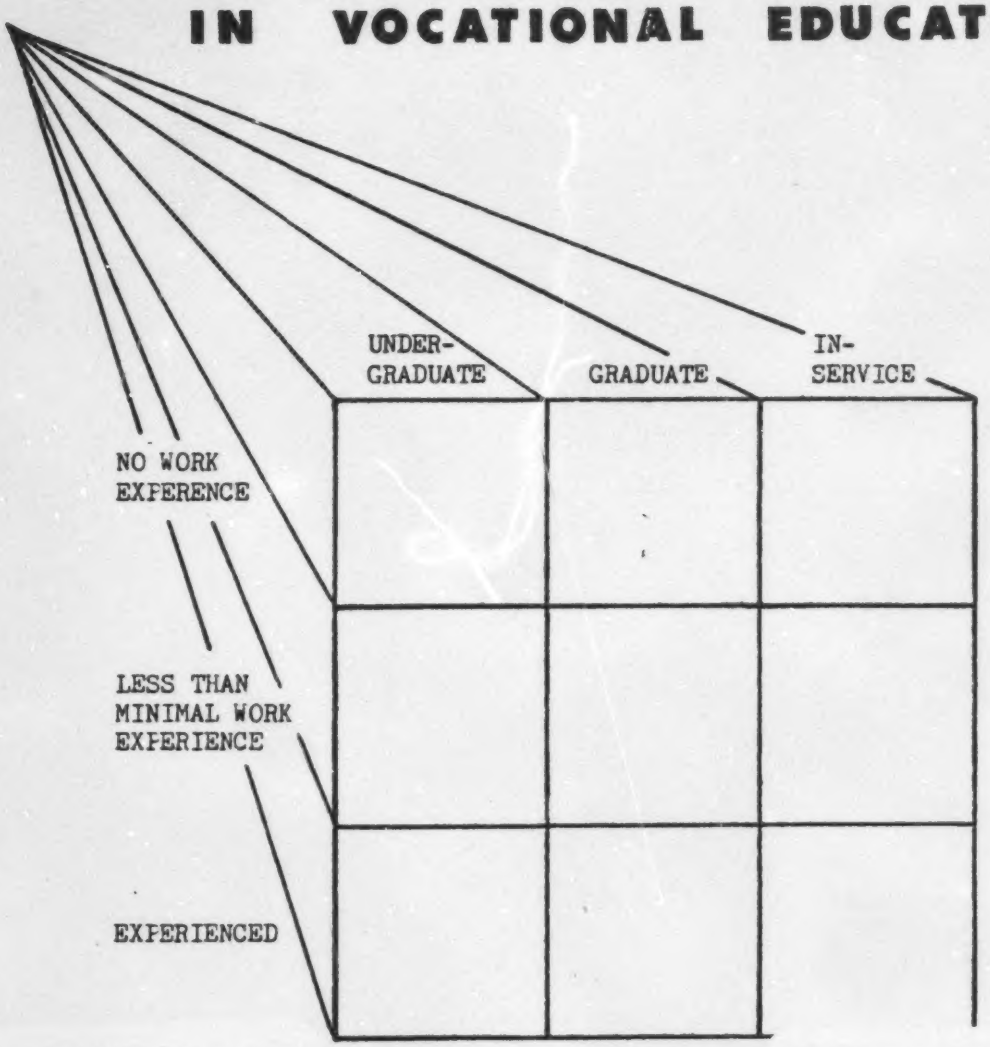
Systemized Approach
TO OCCUPATION EXPERIENCE
IN VOCATIONAL EDUCATION



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A UNIVERSITY BASED MODEL
FOR BUSINESS & OFFICE EDUCATION

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SYSTEMATIC APPROACH TO OCCUPATIONAL EXPERIENCE

Teacher Education Model

A Presentation By

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THE OHIO STATE UNIVERSITY

AMERICAN EDUCATIONAL RESEARCH ASSOCIATION

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1.0 OVERVIEW OF SYSTEMATIC APPROACH PROCESS

This model has been developed to meet the varying needs of students and teacher education institutions in Ohio. Although courses have been devised in this model, a teacher education institution may "plug-in" this model to existing independent study courses. For example, an exisiting independent study course may have three options:

Option One

Introduction to Work Education - A modularized, independent study approach to acquaint students with the "how to's" to relate the world of work to classroom teaching. (See course descriptions - 8.0)

Option Two

Business Seminar--Work Observations - A modularized, independent study approach whereby student engage in a series of activities by visiting a variety of office settings.

Option Three

Business Internship--On-The-Job Training - Students are engaged in actual part-time or full-time employment in a position approved by the instructor.

A step-by-step systematic approach is given to incorporating this model, along with model diagrams for meeting State certification requirements.

2.0 RATIONALE FOR THE MODEL

In order to meet the needs of undergraduates, in-service and master's degree candidates, a flexible occupational experience program will be adopted as a component of the professional preparation program for the training and/or retraining of vocational teachers. Specifically, this model will address the needs of prospective teachers, in-service, and master's degree students. The varying needs are:

- Individuals who have no occupational experience in office occupations
- Individuals who enter the business teacher education program with minimal occupational experience--less than minimum state department requirements
- Individuals who already posses a year or more of occupational experience but need further training in relating the world of work to the classroom
- Individuals who need experience in a related occupational field, i.e., an individual who has worked as a secretary that now wants to instruct in a medical secretarial program
- Individuals, already certified, who need to keep up to date in their occupational specialty
- Individuals who have not had recent occupational experience

3.0 DEFINITION OF TERMS

1. Minimal occupational experience. Refers to less than minimum state department requirements for occupational certification.

2. Business Seminar--Work Observations. Refers to visiting a series of offices and observing and interviewing office workers, trainers, and managers. Students enter into a contract with the teacher educator on the offices to observe and the activities that will be performed.

3. Business Internship--On-the-job training. Refers to students seeking employment in an office occupation that is approved by the teacher educator. Employment dates, duties, and performing duties at a satisfactory level by the students will be verified by the business supervisor. In addition to the field experience, students engage in a series of activities related to their positions. Students enter into a contract with the teacher educator for the amount of credit to be given.

4. Competency testing. Refers to the fact that students may challenge the Introduction to Work Education course at the in-service and graduate level; and if they meet the performance level established, they may receive credit and occupational experience equivalent to three months.

5. Evaluating past occupational experiences. Refers to a conference held between the student and teacher educator to evaluate past occupational experiences based on criteria established by teacher education institutions. The value of the occupational experience will be established in terms of giving credit for actual months of occupational experience.

6. Technical content knowledge. Technical content knowledge is assumed by the training students receive at a college or university. Therefore, this model does not involve testing individuals on technical content knowledge.

7. Recent occupational experience. Refers in this model to more than five years since occupational experience took place.

8. One year of occupational experience. Refers to part-time and full-time employment. One year equals 2,000 hours. Three credits equals 480 hours, six credits (quarter) equals 960 hours, and one quarter credit equals 160 hours. Two semester credits equals 480 hours, one semester credit equals 240 hours, and eight semester credits equals 960 hours.

4.0 A SYSTEMS APPROACH TO OCCUPATIONAL EVALUATION AND VERIFICATION CRITERIA

4.1 The person seeking a vocational teacher certification interviews with the teacher educator.

4.1.1 Program overview--Identify program sequence and criteria

4.1.2 Work Education--Student takes required work education course and/or vocational teacher competency evaluation.

4.1.3 Employment verification--Student submits letter(s) of employment verification which states:

a) Employee duties while on the job

b) Dates Employed

c) Employer's satisfaction

4.1.4 Background evaluation--Teacher educator evaluates all pertinent information pertaining to the student

4.1.5 Individualized Program--Teacher educator and the student will review all materials and a specific program will be identified that meets the student's needs

4.1.6 Individualized curriculum--Contracts identifying the specific task and curriculum will be drawn up by the student with the teacher educator

5.0 UNDERGRADUATE PROGRAM

5.1 No occupational experience

5.1.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

5.1.2 The student enrolls in the Introduction to Work Education course

5.1.3 Evaluation and/or recycling take place after completion of the modules of instruction in Introduction to Work Education

5.1.4 The student enrolls separately or concurrently in the Business Seminar--Work Observation course or the Business Internship--On-The-Job Training course

5.1.5 The student obtains employment in an office occupation approved by the instructor

5.1.6 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

5.1.7 Evaluation and/or recycling take place after the student completes the equivalent of two quarters--including summers if so chosen--of Business Internship--On-The-Job Training by being employed in an office occupation. Evaluation is based upon the activities completed and verification by the business supervisor of dates employed, duties performed, and satisfactory performance by the student. One quarter of on-the-job training equals three months of occupational experience. Two quarters of on-the-job training are required

5.1.8 The student is occupationally certified after successful completion of course work and on-the-job training

5.0 UNDERGRADUATE PROGRAM

5.2 Minimal occupational experience

5.2.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

5.2.2 Past occupational experiences are evaluated by the instructor to determine the amount of time needed for on-the-job training. Evaluation is based upon verification letters from past employers listing dates of employment, duties performed on the job, and satisfactory performance of duties on the job

5.2.3 The student enrolls in the Introduction to Work Education course

5.2.4 Evaluation and/or recycling take place after completion of the modules of instruction in Introduction to Work Education

5.2.5 The student enrolls in the Business Seminar--Work Observation course; if the student possesses less than six months of occupational experience, he/she may enroll concurrently in the Business Internship--On-The-Job Training course

5.2.6 If need be, the student obtains employment in an office occupation approved by the instructor

5.2.7 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

5.2.8 If need be, evaluation and/or recycling take place after the student completes his/her contracted on-the-job training experience. One quarter credit is equivalent to one month's experience

5.2.9 The student is occupationally certified after successful completion of course work and on-the-job training

5.0 UNDERGRADUATE PROGRAM

5.3 Occupationally experienced--one year or over

5.3.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

5.3.2 Past occupational experiences are evaluated by the instructor to determine the amount of time needed, if any, for on-the-job training. Evaluation is based upon verification letters from past employers listing dates of employment, duties performed on the job, and satisfactory performance of duties on the job.

5.3.3 The student enrolls in the Introduction to Work Education course

5.3.4 Evaluation and/or recycling take place after completion of the modules of instruction in Introduction to Work Education

5.3.5 The student enrolls in the Business Seminar--Work Observation course; if the student possesses less than six months of occupational experience--based upon the instructor's evaluation--he/she may enroll concurrently in the Business Internship--On-The-Job Training course

5.3.6 If need be, the student obtains employment in an office occupation approved by the instructor

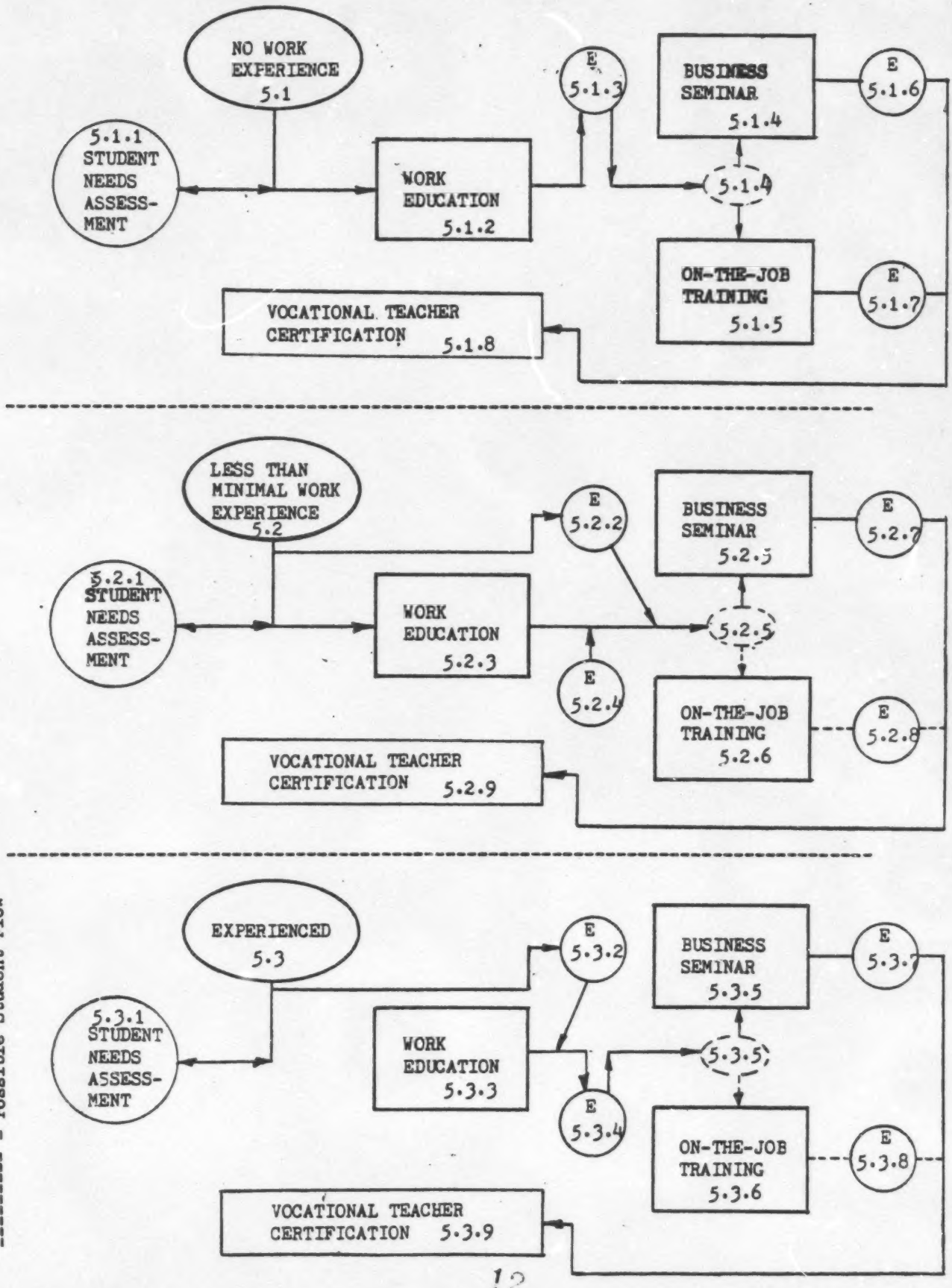
5.3.7 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

5.3.8 If need be, evaluation and/or recycling take place after the student completes his/her contracted on-the-job training experience. One

5.3.8 quarter credit is equivalent to one month's experience

5.3.9 The student is occupationally certified after successful completion of course work and on-the-job training

5.0 University Based Occupational Experience--UNDERGRADUATE PROGRAM



CT= Competency Test
E= Evaluation
——— = Direct Student Flow
- - - - - = Possible Student Flow

6.0 GRADUATE PROGRAM

6.1 No occupational experience

6.1.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

6.1.2 The student enrolls in the Introduction to Work Education course

6.1.3 Evaluation and/or recycling take place after completion of the modules of instruction in Introduction to Work Education

6.1.4 The student enrolls separately or concurrently in the Business Seminar--Work Observation course or the Business Internship--On-The-Job Training course

6.1.5 The student obtains employment in an office occupation approved by the instructor

6.1.6 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

6.1.7 Evaluation and/or recycling take place after the student completes the equivalent of two quarters--including summers if so chosen--of Business Internship--On-The-Job Training by being employed in an office occupation. Evaluation is based upon the activities completed and verification by the business supervisor of dates employed, duties performed, and satisfactory performance by the student. One quarter of on-the-job training equals three months of occupational experience. Two quarters of on-the-job training are required

6.1.8 The student is occupationally certified after successful completion of course work and on-the-job training

6.0 GRADUATE PROGRAM

6.2 Minimal occupational experience

6.2.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

6.2.2 Past occupational experiences are evaluated by the instructor to determine the amount of time needed for on-the-job training. Evaluation is based upon verification letters from past employers listing dates of employment, duties performed on the job, and satisfactory performance of duties on the job

6.2.3 The student may challenge the Introduction to Work Education course. If the student meets the performance level stated in advance, he/she will receive 3 credits and equivalent to three months of occupational experience. If the student does not meet the performance level, he/she will enroll in the course

6.2.4 If the student is enrolled in the Introduction to Work Education course, evaluation and/or recycling will take place after the modules of instruction are completed

6.2.5 The student enrolls in the Business Seminar--Work Observation course; if the student possesses less than six months of occupational experience, he/she may enroll concurrently in the Business Internship--On-The-Job Training course

6.2.6 If need be, the student obtains employment in an office occupation approved by the instructor

6.2.7 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

6.2.8 If need be, evaluation and/or recycling take place after the student completes his/her contracted on-the-job training experience. One quarter credit is equivalent to one month's experience

6.2.9 The student is occupationally certified after successful completion of course work and on-the-job training

6.0 GRADUATE PROGRAM

6.3 Occupationally experienced--one year or over

6.3.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

6.3.2 Past occupational experiences are evaluated by the instructor to determine the amount of time needed, if any, for on-the-job training. Evaluation is based upon verification letters from past employers listing dates of employment, duties performed on the job, and satisfactory performance of duties on the job

6.3.3 The student may challenge the Introduction to Work Education course. If the student meets the performance level stated in advance, he/she will receive 3 credits and equivalent to three months of occupational experience--if needed. If the student does not meet the performance level, he/she will enroll in the course

6.3.4 If the student is enrolled in the Introduction to Work Education course, evaluation and/or recycling will take place after the modules of instruction are completed

6.3.5 The student enrolls in the Business Seminar--Work Observation course; if the student possesses less than six months of occupational experience--based upon the instructor's evaluation--he/she may enroll concurrently in the Business Internship--On-The-Job Training course

6.3.6 If need be, the student obtains employment in an office occupation approved by the instructor

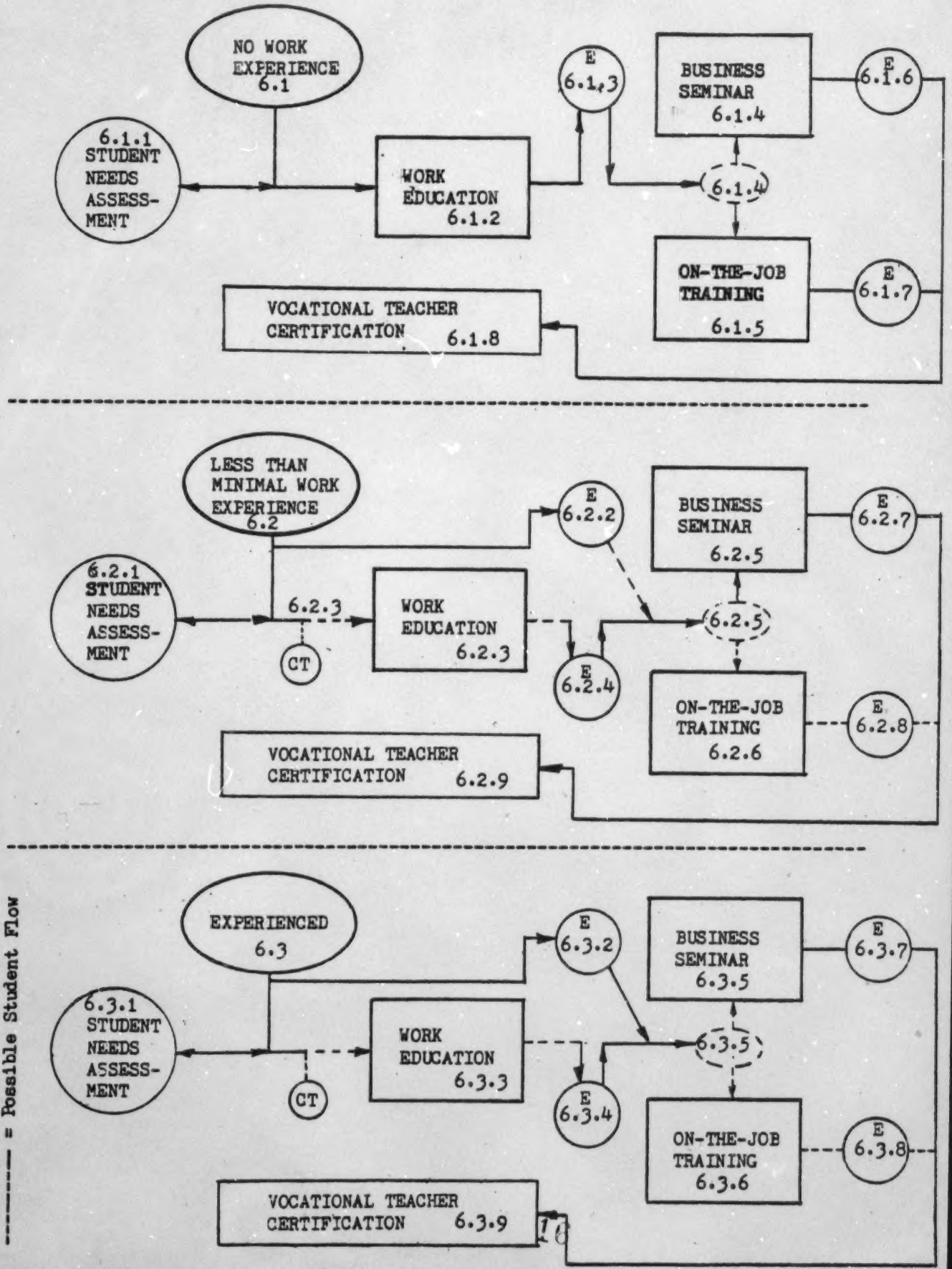
GRADUATE PROGRAM, CONTINUED

6.3.7 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

6.3.8 If need be, evaluation and/or recycling take place after the student completes his/her contracted on-the-job training experience. One quarter credit is equivalent to one month's experience

6.3.9 The student is occupationally certified after successful completion of course work and on-the-job training. If the student enters the graduate program already certified, he/she would challenge the Introduction to Work Education Course and would be required to take the Business Seminar--Work Observation course. In addition, the graduate student who is already certified may obtain a maximum of 3 credits of the Business Internship--On-The-Job Training course

6.0 University Based Occupational Experience--GRADUATE PROGRAM



7.0 IN-SERVICE GRADUATE PROGRAM

7.1 No occupational experience

7.1.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

7.1.2 The student enrolls in the Introduction to Work Education course

7.1.3 Evaluation and/or recycling take place after completion of the modules of instruction in Introduction to Work Education

7.1.4 The student enrolls separately or concurrently in the Business Seminar--Work Observation course or the Business Internship--On-The-Job Training course

7.1.5 The student obtains employment in an office occupation approved by the instructor

7.1.6 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

7.1.7 Evaluation and/or recycling take place after the student completes the equivalent of two quarters--including summers if so chosen--of Business Internship--On-The-Job Training by being employed in an office occupation. Evaluation is based upon the activities completed and verification by the business supervisor of dates employed, duties performed, and satisfactory performance by the student. One quarter of on-the-job training equals three months of occupational experience. Two quarters of on-the-job training are required

7.1.8 The student is occupationally certified after successful completion of course work and on-the-job training

7.0 IN-SERVICE GRADUATE PROGRAM

7.2 Minimal occupational experience

7.2.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

7.2.2 Past occupational experiences are evaluated by the instructor to determine the amount of time needed for on-the-job training. Evaluation is based upon verification letters from past employers listing dates of employment, duties performed on the job, and satisfactory performance of duties on the job

7.2.3 The student may challenge the Introduction to Work Education Course. If the student meets the performance level stated in advance, he/she will receive 3 credits and equivalent to three months of occupational experience. If the student does not meet the performance level, he/she will enroll in the course

IN-SERVICE GRADUATE PROGRAM, CONTINUED

7.2.4 If the student is enrolled in the Introduction to Work Education course, evaluation and/or recycling will take place after the modules of instruction are completed

7.2.5 The student enrolls in the Business Seminar--Work Observation course; if the student possesses less than six months of occupational experience, he/she may enroll concurrently in the Business Internship—On-The-Job Training course

7.2.6 If need be, the student obtains employment in an office occupation approved by the instructor

7.2.7 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

7.2.8 If need be, evaluation and/or recycling take place after the student completes his/her contracted on-the-job training experience. One quarter credit is equivalent to one month's experience

7.2.9 The student is occupationally certified after successful completion of course work and on-the-job training

7.0 IN-SERVICE GRADUATE PROGRAM

7.3 Occupationally experienced--one year or over

7.3.1 The student and instructor develop a plan and time line based on the needs of the student for meeting occupational certification requirements

7.3.2 Past occupational experiences are evaluated by the instructor to determine the amount of time needed, if any, for on-the-job training. Evaluation is based upon verification letters from past employers listing dates of employment, duties performed on the job, and satisfactory performance of duties on the job

7.3.3 The student enrolls in the Business Seminar--Work Observation course; if the student possesses less than six months of occupational experience--based upon the instructor's evaluation--he/she may enroll concurrently in the Business Internship--On-The-Job Training course

7.3.4 If necessary, the student may complete some of the modules in Introduction to Work Education if he/she has problems with the Business Seminar--Work Observation course

7.3.5 If need be, the student obtains employment in an office occupation approved by the instructor

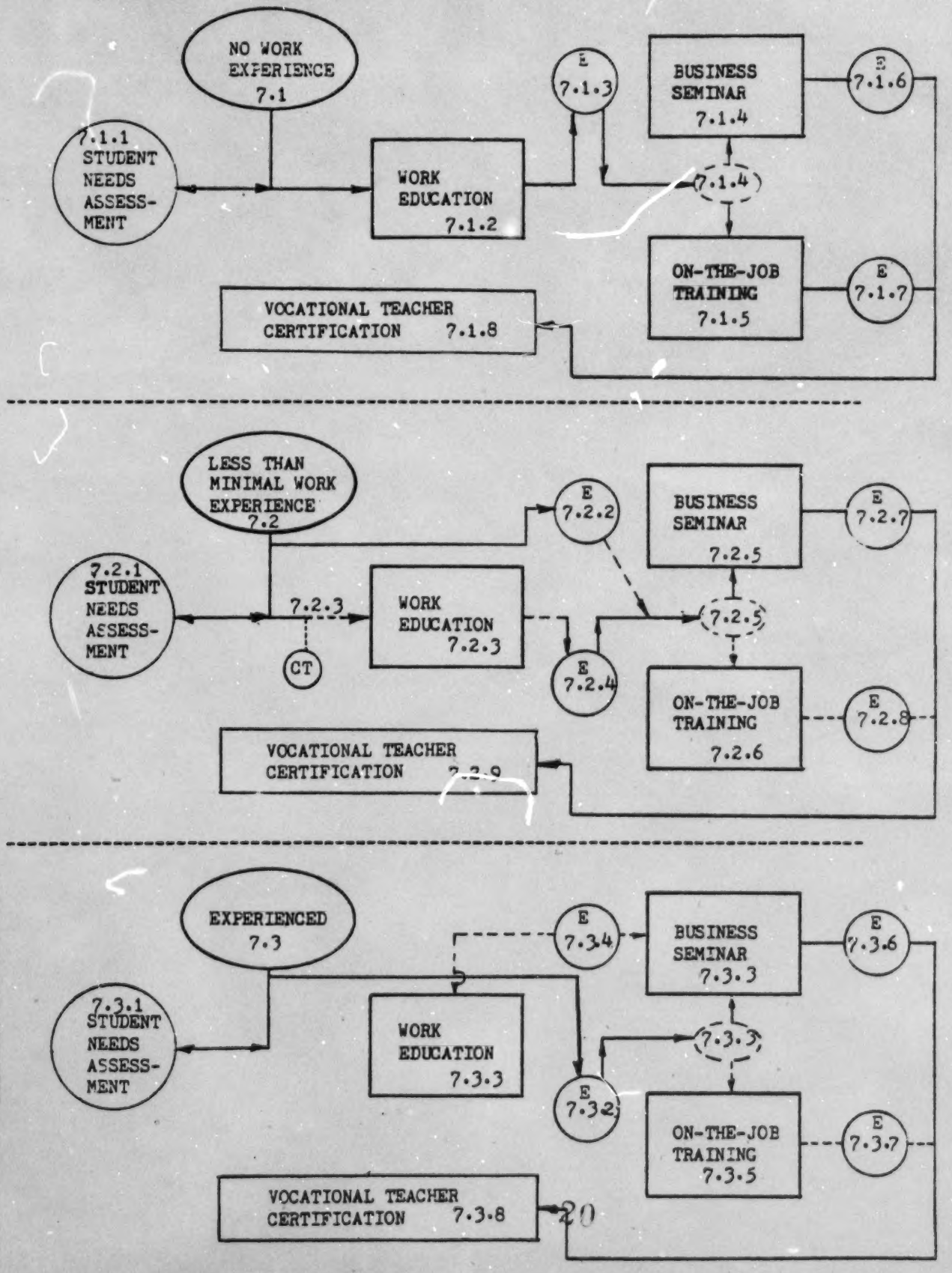
7.3.6 Evaluation and/or recycling take place after the student completes the modules of instruction and activities in the Business Seminar--Work Observation course

IN-SERVICE GRADUATE PROGRAM, CONTINUED

7.3.7 If need be, evaluation and/or recycling take place after the student completes his/her contracted on-the-job training experience. One quarter credit is equivalent to one month's experience

7.3.8 The student is occupationally certified after successful completion of course work and on-the-job training. The student is required to take the Business Seminar—Work Observation course. If the student is already certified, both the Business Seminar--Work Observation course and the Business Internship--On-The-Job Training course are available to him/her

7.0 University Based Occupational Experience--IN-SERVICE



CT= Competency Test
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_____ = Direct Student Flow
- - - - - = Possible Student Flow

8.0 OCCUPATIONAL EDUCATION COURSE WORK AND TRAINING

Course Descriptions

A. INTRODUCTION TO WORK EDUCATION. 3 credits--(Quarter)

A modularized, independent study course designed to orient educators to the world of work as it relates to classroom teaching. Students will engage in classroom activities; such as, how to conduct a job and task analysis, how to interview personnel and management, and how to develop curriculum materials related to occupational experiences. Equivalent to three months of occupational experience or 480 hours.

B. BUSINESS SEMINAR--WORK OBSERVATIONS. 3 credits

A modularized, independent study course whereby students engage in observing a variety of office occupations and complete a series of formal activities; such as, conducting three task analyses of related office occupations, interviewing personnel and management, describing office policies and procedures, and developing a unit of instruction on one office occupation observed. Equivalent to three months of occupational experience or 480 hours.

C. BUSINESS INTERNSHIP--ON-THE-JOB TRAINING. 1 - 6 credits

Students are engaged in actual employment in a position approved by the instructor. In addition to field work, the students engage in a series of formal activities related to their training station; such as, conducting a job analysis of the position they are performing, interviewing personnel and management, describing employment policies and procedures, and developing a unit of instruction based upon the training station experience. One quarter unit of credit will equate one month of occupational experience or 160 hours of occupational experience. Three credits maximum per quarter. Three quarter credits will equal 480 hours. Individuals may sign up for 1 - 3 credits per quarter of either part-time or full-time experience.